

Access to Accessible Core Instructional Materials Step by Step Procedures

Accessible Instructional Materials (AIM) are provided to students who have print disabilities in order to meet the requirements of FAPE (Free and appropriate public education), Section 504 of the Rehab Act, the Americans with Disabilities Act, and IDEA 2004.

The formats of AIM are Braille, large print, audio, and digital. Provision of such formats are provided to students when they are unable to access the traditional, print-based curriculum as delineated in their IEP and meet the legal requirements for accessing such materials as certified by competent authorities.

Accessing AIM

1. Student eligibility is determined within the context of an IEP meeting
2. Case manager is to contact Assistive Technology Facilitator with:
 - Qualifying Student Information (date of birth, qualifying disability category, parent(s) name(s), IEP/504)
 - Materials request (Title, author, ISBN)
3. Assistive Technology Facilitator will register the qualifying student with the available entities that provide AIM. Copy of registrations will be kept in the special education file and the AT file.
4. Assistive Technology Facilitator will attempt to locate the AIM format requested.
5. If the materials are located the Assistive Technology Facilitator will download and copy the material in the requested format for distribution to the student
6. If AIM format not available via any outside source the IEP team will need to scan and edit material to make it accessible
7. Parents, case manager, and Assistive Technology Facilitator will all sign an Acceptable Use Agreement regarding the use of AIM.
8. The Assistive Technology Facilitator will assist the IEP team in learning to access the AIM and necessary programs for access of such materials.

Monitoring Access of the Accessible Instructional Materials:

- Case managers and Assistive Technology Facilitator will assume responsibility for monitoring eligible students' access and use of materials
- Case managers will assume responsibility for certifying that the AIM is used as a supplement to the traditional print copy
- Case managers will assure that all AIM is returned to the Assistive Technology Facilitator when the materials are no longer required for FAPE
- The Assistive Technology Facilitator will upload and download materials
- The case managers and the Assistive Technology Facilitator will monitor materials for inappropriate content
- The Assistive Technology Facilitator will assure that all accessed materials include notice that further reproduction without permission of the copyright holders is prohibited and identify the copyright owner and original date of publication.

